

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Postclosure Supervisor	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To plan, organize, direct and supervise postclosure landfill maintenance operations, including leachate systems, gas extraction systems, storm systems and clay cap (cracking, ponding, settlement, erosion) within the Maintenance Division, and to perform a variety of technical tasks relative to assigned area of responsibility.

**Supervision Received and Exercised:** Receives direction from the Streets and Landfill Closure Manager; exercises direct supervision over assigned maintenance, clerical and technical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for postclosure maintenance; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in postclosure maintenance, clay cap repair, header and lateral piping, well heads, pumps, compressor vaults and flare station.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.

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8. Perform the most complex postclosure maintenance duties; provide technical assistance to crews.
9. Coordinate with contractors in providing contract services.
10. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of postclosure maintenance; equipment, tools and materials used in postclosure maintenance, leachate systems, gas extraction systems, storm systems and clay cap repair; principles of supervision, training and performance evaluation; principles of budget monitoring; principles and practices of safety management; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct postclosure maintenance operations; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train and evaluate assigned staff.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible experience in construction, preferably in landfill maintenance, including two years of lead responsibility. Completion of the 12th grade supplemented by courses in construction management and supervision. Ability to use personal computers, field test equipment and meters.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license.

Established December 1994

Revised

CLASS SPECS

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